

ADDENDUM NO. 1

GMIA – AIRFIELD PAVEMENT REHABILITATION – 2011

PROJECT NO. A122-1002

OFFICIAL NOTICE NO. 6623

GENERAL MITCHELL INTERNATIONAL AIRPORT  
Milwaukee County, Wisconsin

Prepared By: MILWAUKEE COUNTY DEPARTMENT OF TRANSPORTATION  
& PUBLIC WORKS. ARCHITECTURE, ENGINEERING, AND  
ENVIRONMENTAL SERVICES, AIRPORT ENGINEERING SECTION.  
5300 SOUTH HOWELL AVENUE  
MILWAUKEE, WI 53207  
Telephone 414-747-5774

DATE OF ADDENDUM: MARCH 18, 2011

BIDS CLOSE: 2:00 P.M., WEDNESDAY MARCH 30, 2010

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TO ALL BIDDERS:

Each bidder shall read this Addendum in its entirety to determine to what extent his proposal and the contract conditions will be affected. This Addendum to the Contract Documents is issued to modify, explain, or correct the original documents and is hereby made part of the Contract Documents.

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RECEIPT - Sign the following receipt and attach to submitted Proposal Form.

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Receipt of Addendum No. 1, consisting of fifteen (15) pages, for GMIA – AIRFIELD PAVEMENT REHABILITATION - 2011, Official Notice No. 6623, at General Mitchell International Airport, Milwaukee, Wisconsin, dated March 18, 2011, is acknowledged.

Date \_\_\_\_\_ Firm \_\_\_\_\_  
Per \_\_\_\_\_ Address \_\_\_\_\_

## CHANGES

### SPECIFICATIONS

#### ADD GENERAL PROVISIONS 019H SECTION 80 PROSECUTION AND PROGRESS.

See attached Specification Section.

#### Section 037 GENERAL DECISION W1080010.

Change header page 1 of 5 to read as, "GENERAL DECISION W1080010 02/11/11.

#### SECTION 027 SAFETY & SECURITY SPECIFICATIONS.

Replace above specification section with attached Section 027 Safety & Security Specifications.

#### SECTION 030 -- SPECIAL PROVISIONS (PAGE 3 of 8) LAST PARAGRAPH.

Revise note, "panel replacement shall be complete no later than Monday July 11, 2011", to read as, "full-depth concrete panel replacement shall begin Monday July 11, 2011, and be complete and re-opened for landing and takeoff operations no later than Monday July 25<sup>th</sup>, 2011.

#### SECTION 030 -- SPECIAL PROVISIONS (PAGE 4 of 8) FIRST PARAGRAPH.

Revise note, "panel replacement shall be complete no later than Monday July 11, 2011", to read as, "full-depth concrete panel replacement shall begin Monday July 11, 2011, and be complete and re-opened for landing and takeoff operations no later than Monday July 25<sup>th</sup>, 2011.

### PLANS

#### SHEET 5 OF 6 CONCRETE REPAIR PLAN.

Revise note, "panel replacement shall be complete no later than Monday July 11, 2011", to read as, "full-depth concrete panel replacement shall begin Monday July 11, 2011, and be complete and re-opened for landing and takeoff operations no later than Monday July 25<sup>th</sup>, 2011.

**GENERAL PROVISIONS  
SECTION 80  
PROSECUTION AND PROGRESS**

80-01 SUBLETTING OF CONTRACT. Milwaukee County will not recognize any subcontractor on the work. The Contractor shall at all times when work is in progress be represented either in person, by a qualified superintendent, or by other designated, qualified representative who is duly authorized to receive and execute orders of the Engineer.

Should the Contractor elect to assign his/her contract, said assignment shall be concurred in by the surety, shall be presented for the consideration and approval of Milwaukee County, and shall be consummated only on the written approval of Milwaukee County. In case of approval, the Contractor shall file copies of all subcontractors with the Engineer.

80-02 NOTICE TO PROCEED. The notice to proceed shall state the date on which it is expected the Contractor will begin the construction and from which date contract time will be charged. The Contractor shall begin the work to be performed under the contract within 10 days of the date set by the Engineer in the written notice to proceed, but in any event, the Contractor shall notify the Engineer at least 24 hours in advance of the time actual construction operations will begin.

80-03 PROSECUTION AND PROGRESS. The Contractor shall submit his/her progress schedule for the Engineer's approval prior to the preconstruction meeting. The Contractor's progress schedule, when approved by the Engineer, may be used to establish major construction operations and to check on the progress of the work. The Contractor shall provide sufficient materials, equipment, and labor to guarantee the completion of the project in accordance with the plans and specifications within the time set forth in the proposal.

If the Contractor falls significantly behind the submitted schedule, the Contractor shall, upon the Engineer's request, submit a revised schedule for completion of the work within the contract time and modify his/her operations to provide such additional materials, equipment, and labor necessary to meet the revised schedule. Should the prosecution of the work be discontinued for any reason, the Contractor shall notify the Engineer at least 24 hours in advance of resuming operations.

For AIP contracts, the Contractor shall not commence any actual construction prior to the date on which the notice to proceed is issued by Milwaukee County.

80-04 LIMITATION OF OPERATIONS. The Contractor shall control his/her operations and the operations of his/her subcontractors and all suppliers so as to provide for the free and unobstructed movement of aircraft in the AIR OPERATIONS AREAS of the airport.

When the work requires the Contractor to conduct his/her operations within an AIR OPERATIONS AREA of the airport, the work shall be coordinated with airport management (through the Engineer) at least 48 hours prior to commencement of such work. The Contractor shall not close an AIR OPERATIONS AREA until so authorized by the Engineer and until the necessary temporary marking and associated lighting is in place as provided in the subsection titled BARRICADES, WARNING SIGNS, AND HAZARD MARKINGS of Section 70.

When the contract work requires the Contractor to work within an AIR OPERATIONS AREA of the airport on an intermittent basis (intermittent opening and closing of the AIR OPERATIONS AREA), the Contractor shall maintain constant communications as hereinafter specified; immediately obey all instructions to vacate the AIR OPERATIONS AREA; immediately obey all instructions to remove work in such AIR OPERATIONS AREA. Failure to maintain the specified communications or to obey instructions shall be cause for suspension of the Contractor's operations in the AIR OPERATIONS AREA until the satisfactory conditions are provided.

80-05 CHARACTER OF WORKERS, METHODS, AND EQUIPMENT. The Contractor shall, at all times, employ sufficient labor and equipment for prosecuting the work to full completion in the manner and time required by the contract, plans, and specifications.

**GENERAL PROVISIONS  
SECTION 80  
PROSECUTION AND PROGRESS**

All workers shall have sufficient skill and experience to perform properly the work assigned to them. Workers engaged in special work or skilled work shall have sufficient experience in such work and in the operations of the equipment required to perform the work satisfactorily.

All equipment which is proposed to be used on the work shall be of sufficient size and in such mechanical condition as to meet requirements of the work and to produce a satisfactory quality of work. Equipment used on any portion of the work shall be such that no injury to previously completed work, adjacent property, or existing airport facilities will result from its use.

When the methods and equipment to be used by the Contractor in accomplishing the work are not prescribed in the contract, the Contractor is free to use any methods or equipment that will accomplish the work in conformity with the requirements of the contract, plans, and specifications.

When the contract specifies the use of certain methods and equipment, such methods and equipment shall be used unless others are authorized by the Engineer. If the Contractor desires to use a method or type of equipment other than specified in the contract, he may request authority from the Engineer to do so. The request shall be in writing and shall include a full description of the methods and equipment proposed and of the reasons for desiring to make the change. If approval is given, it will be on the condition that the Contractor will be fully responsible for producing work in conformity with contract requirements. If, after trial use of the substituted methods or equipment, the Engineer determines that the work produced does not meet contract requirements, the Contractor shall discontinue the use of the substitute method or equipment and shall complete the remaining work with the specified methods and equipment. The Contractor shall remove any deficient work and replace it with work of specified quality, or take such other corrective action as the Engineer may direct. No change will be made in basis of payment for the contract items involved nor in contract time as a result of authorizing a change in methods or equipment under this subsection.

**80-06. TEMPORARY SUSPENSION OF THE WORK.** The Engineer shall have the authority to suspend the work wholly, or in part, for such period or periods as he may deem necessary, due to unsuitable weather, or such other conditions as are considered unfavorable for the prosecution of the work, or for such time as is necessary due to the failure on the part of the Contractor to carry out orders given or perform any or all provisions of the contract.

In the event that the Contractor is ordered by the Engineer, in writing, to suspend work for some unforeseen cause not otherwise provided for in the contract and over which the Contractor has no control, the Contractor may be reimbursed for actual money expended on the work during the period of shutdown. No allowance will be made for anticipated profits. The period of shutdown shall be computed from the effective date of the Engineer's order to suspend work to the effective date of the Engineer's order to resume the work. Claims for such compensation shall be filed with the Engineer within the time period stated in the Engineer's order to resume work. The Contractor shall submit with his/her claim information substantiating the amount shown on the claim.

The Engineer will forward the Contractor's claim to Milwaukee County for consideration in accordance with local laws or ordinances. No provision of this article shall be construed as entitling the Contractor to compensation for delays due to inclement weather, for suspensions made at the request of the Contractor, or for any other delay provided for in the contract, plans, or specifications.

If it should become necessary to suspend work for an indefinite period, the Contractor shall store all materials in such manner that they will not become an obstruction nor become damaged in any way. He shall take every precaution to prevent damage or deterioration of the work performed and provide for normal drainage of the work. The Contractor shall erect temporary structures where necessary to provide for traffic on, to, or from the airport.

**GENERAL PROVISIONS  
SECTION 80  
PROSECUTION AND PROGRESS**

**80-07 DETERMINATION AND EXTENSION OF CONTRACT TIME.** The number of calendar or working days allowed for completion of the work shall be stated in the proposal and contract and shall be known as the CONTRACT TIME.

Should the contract time require extension for reasons beyond the Contractor's control, it shall be adjusted as follows:

a. CONTRACT TIME based on WORKING DAYS shall be calculated weekly by the Engineer. The Engineer will furnish the Contractor a copy of his/her weekly statement of the number of working days charged against the contract time during the week and the number of working days currently specified for completion of the contract (the original contract time plus the number of working days, if any, that have been included in approved CHANGE ORDERS or SUPPLEMENTAL AGREEMENTS covering EXTRA WORK).

The Engineer shall base his/her weekly statements of contract time charged on the following considerations:

(1) No time shall be charged for days on which the Contractor is unable to proceed with the principal item of work under construction at the time for at least 6 hours with the normal work force employed on such principal item. Should the normal work force be on a double-shift, 12 hours shall be used. Should the normal work force be on a triple-shift, 18 hours shall apply. Conditions beyond the Contractor's control such as strikes, lockouts, unusual delays in transportation, temporary suspension of the principal item of work under construction or temporary suspension of the entire work which have been ordered by the Engineer for reasons not the fault of the Contractor, shall not be charged against the contract time.

(2) The Engineer will not make charges against the contract time prior to the effective date of the notice to proceed.

(3) The Engineer will begin charges against the contract time on the first working day after the effective date of the notice to proceed.

(4) The Engineer will not make charges against the contract time after the date of final acceptance as defined in the subsection titled FINAL ACCEPTANCE of Section 50.

(5) The Contractor will be allowed one week in which to file a written protest setting forth his/her objections to the Engineer's weekly statement. If no objection is filed within such specified time, the weekly statement shall be considered as acceptable to the Contractor.

The contract time (stated in the proposal) is based on the originally estimated quantities as described in the subsection titled INTERPRETATION OF ESTIMATED PROPOSAL QUANTITIES of Section 20. Should the satisfactory completion of the contract require performance of work in greater quantities than those estimated in the proposal, the contract time shall be increased in the same proportion as the cost of the actually completed quantities bears to the cost of the originally estimated quantities in the proposal. Such increase in contract time shall not consider either the cost of work or the extension of contract time that has been covered by change order or supplemental agreement and shall be made at the time of final payment.

b. CONTRACT TIME based on CALENDAR DAYS shall consist of the number of calendar days stated in the contract counting from the effective date of the notice to proceed and including all Saturdays, Sundays, holidays, and nonwork days. All calendar days elapsing between the effective dates of the Engineer's orders to suspend and resume all work, due to causes not the fault of the Contractor, shall be excluded.

**GENERAL PROVISIONS  
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At the time of final payment, the contract time shall be increased in the same proportion as the cost of the actually completed quantities bears to the cost of the originally estimated quantities in the proposal. Such increase in the contract time shall not consider either cost of work or the extension of contract time that has been covered by a change order or supplemental agreement. Charges against the contract time will cease as of the date of final acceptance.

c. When the contract time is a specified completion date, it shall be the date on which all contract work shall be substantially complete.

If the Contractor finds it impossible for reasons beyond his/her control to complete the work within the contract time as specified, or as extended in accordance with the provisions of this subsection, he may, at any time prior to the expiration of the contract time as extended, make a written request to the Engineer for an extension of time setting forth the reasons which he believes will justify the granting of his/her request. The Contractor's plea that insufficient time was specified is not a valid reason for extension of time. If the Engineer finds that the work was delayed because of conditions beyond the control and without the fault of the Contractor, he may extend the time for completion in such amount as the conditions justify. The extended time for completion shall then be in full force and effect, the same as though it were the original time for completion.

**80-08 FAILURE TO COMPLETE ON TIME.** For each calendar day or working day, as specified in the contract, that any work remains uncompleted after the contract time (including all extensions and adjustments as provided in the subsection titled DETERMINATION AND EXTENSION OF CONTRACT TIME of this Section) the sum specified in the contract and proposal as liquidated damages will be deducted from any money due or to become due the Contractor or his/her surety. Such deducted sums shall not be deducted as penalty but shall be considered as liquidation of a reasonable portion of damages that will be incurred by Milwaukee County should the Contractor fail to complete the work in the time provided in his/her contract.

Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, will in no way operate as a waiver on the part of Milwaukee County of any of its rights under the contract.

**80-09 DEFAULT AND TERMINATION OF CONTRACT.** The Contractor shall be considered in default of his/her contract and such default will be considered as cause for Milwaukee County to terminate the contract for any of the following reasons if the Contractor:

- a. Fails to begin the work under the contract within the time specified in the "Notice to Proceed," or
  - b. Fails to perform the work or fails to provide sufficient workers, equipment or materials to assure completion of work in accordance with the terms of the contract, or
  - c. Perform the work unsuitably or neglects or refuses to remove materials or to perform anew such work as may be rejected as unacceptable and unsuitable, or
  - d. Discontinues the prosecution of the work, or
  - e. Fails to resume work which has been discontinued within a reasonable time after notice to do so,
- or
- f. Becomes insolvent or is declared bankrupt, or commits any act of bankruptcy or insolvency, or
  - g. Allows any final judgment to stand against him unsatisfied for a period of 10 days, or
  - h. Makes an assignment for the benefit of creditors, or
  - i. For any other cause whatsoever, fails to carry on the work in an acceptable manner.

**GENERAL PROVISIONS  
SECTION 80  
PROSECUTION AND PROGRESS**

Should the Engineer consider the Contractor in default of the contract for any reason hereinbefore, he shall immediately give written notice to the Contractor and the Contractor's surety as to the reasons for considering the Contractor in default and Milwaukee County's intentions to terminate the contract.

If the Contractor or surety, within a period of 10 days after such notice, does not proceed in accordance therewith, then Milwaukee County will, upon written notification from the Engineer of the facts of such delay, neglect, or default and the Contractor's failure to comply with such notice, have full power and authority without violating the contract, to take the prosecution of the work out of the hands of the Contractor. Milwaukee County may appropriate or use any or all materials and equipment that have been mobilized for use in the work and are acceptable and may enter into an agreement for the completion of said contract according to the terms and provisions thereof, or use such other methods as in the opinion of the Engineer will be required for the completion of said contract in an acceptable manner.

All costs and charges incurred by Milwaukee County, together with the cost of completing the work under contract, will be deducted from any monies due or which may become due the Contractor. If such expense exceeds the sum which would have been payable under the contract, then the Contractor and the surety shall be liable and shall pay to Milwaukee County the amount of such excess.

**80-10 TERMINATION FOR NATIONAL EMERGENCIES.** Milwaukee County shall terminate the contract or portion thereof by written notice when the Contractor is prevented from proceeding with the construction contract as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense.

When the contract, or any portion thereof, is terminated before completion of all items of work in the contract, payment will be made for the actual number of units of work completed at the contract price or as mutually agreed for items of work partially completed or not started. No claims or loss of anticipated profits shall be considered.

Reimbursement for organization of the work, and other overhead expenses, (when not otherwise included in the contract) and moving equipment and materials to and from the job will be considered, the intent being that an equitable settlement will be made with the Contractor.

Acceptable materials, obtained or ordered by the Contractor for the work and that are not incorporated in the work shall, at the option of the Contractor, be purchased from the Contractor at actual cost as shown by receipted bills and actual cost records at such points of delivery as may be designated by the Engineer.

Termination of the contract or a portion thereof shall neither relieve the Contractor of his/her responsibilities for the completed work nor shall it relieve his/her surety of its obligation for and concerning any just claim arising out of the work performed.

**END OF SECTION**

Safety Specifications for  
Contracts Engaged in Construction and/or Repair Work at  
General Mitchell International Airport  
(March 2011)

I. AIRPORT SAFETY

A. Regulations

1. The operation of the airport is regulated by the Federal Aviation Administration and its rules and regulations governing safety shall be enforced. Contractors shall acquaint themselves with FAA Advisory Circular 150/5370-2 current edition Operational Safety On Airports During Construction and abide by operating rules and regulations and shall be responsible for enforcement of those rules and regulations concerning employees, subcontractors and material suppliers.
2. Failure to observe Safety requirements will be reason to remove Contractors or Subcontractors or their personnel or material from the site.

B. General Safety

1. The geographical form of open trenches, excavations and stockpiled material shall be outlined with "A" frame reflective barricades with alternating orange and white markings for daytime, and with red lights at 10 feet on center during periods of darkness and/or restricted visibility.
2. Hazardous areas, in which aircraft are not to enter, shall be indicated by use of low profile reflective barricades with alternating orange and white markings placed end to end with a designated gap for vehicle traffic. Barricades may need to be supplemented with orange flags at least 12 by 12 inches square and installed so that they are always in the extended position and properly oriented. The barricades will be supplemented with flashing red lights.
3. Smoking on aircraft parking ramps or within the confines of a fuel storage area is prohibited.
4. Welding or torch cutting operations require specific permission of the Airport Fire Department. When permitted, adequate fire suppression equipment must be available in close proximity to the job.
5. Waste material shall not be permitted to accumulate and create a hazard for aircraft and associated ground support operations and shall be removed from the airport premises on a regular basis.
6. Debris such as mud, stones, etc. which is inadvertently dropped within aircraft operating areas must be cleaned up immediately. Therefore, construction/repair projects that require motorized equipment to traverse the air operations area will require the contractor to have on site a pick-up broom type mechanical sweeper.
7. Any utility serving the airport shall not be disconnected without prior approval from airport management.
8. Runways or taxiways closed for extended periods of time must be marked in accordance with FAA Advisory Circular 150/5340-1current edition, Standards for Airport Markings.
9. Prior to the first day of work, each contractor, including subcontractors, shall provide a list to the Airport Operations Office of supervisory personnel who will be involved in the project. This list shall contain a 24 hour telephone number of those persons who should be called in the event of an emergency during evenings and weekends.



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C. Personnel Safety

1. Contractor will advise their employees to remain within the limits of the designated work area and the routes to be used for access to and from the job site. Access routes to and from the job site will be determined by airport management.
2. Contractor will be required to provide his/her employees with proper hearing and other safety protection devices as appropriate.

D. Vehicle Safety

1. No person shall operate a motorized vehicle on airport property without a valid state-issued Vehicle Operator's License.
2. No vehicle shall be operated in a reckless or negligent manner.
3. No person shall operate a motor vehicle under the influence of alcohol or narcotic drugs.
4. No vehicle shall be operated which may be considered to be overloaded or carrying more passengers than the vehicle was designed to carry.
5. No vehicle shall be operated on the airport that is constructed, equipped, or loaded in a manner considered dangerous to persons or property.
6. No vehicle shall be operated on the airport with someone riding on the running board, or standing up in the open body of the vehicle.
7. No vehicle shall be operated in excess of posted speed limits.
8. All vehicles, when not in use, shall be parked in designated parking locations.
9. No person shall operate motorized ground equipment on the Air Operations Area (AOA) of the airport without an airport-issued driver's endorsement unless they are escorted (physically or visually) by an authorized person.
10. The operation of motorized vehicles on the Air Operations Area shall be in accordance with the Airport Operations IET system for driving in the non-movement areas of the Airport.
11. All vehicles operating on the Air Operations Area shall display a three (3) foot by three (3) foot flag consisting of alternating international orange and white squares of not less than one (1) foot on each side. The flag shall be displayed in full view at the highest point on the vehicle. An amber flashing light affixed to the top of the vehicle may be used in lieu of a flag.
12. Vehicles and equipment parked on or near an air operations area during hours of darkness or restricted visibility shall be outlined through the use of low profile reflective barricades with flashing red lights.
13. When parking adjacent to an active runway, all vehicles and equipment must be parked parallel to the runway and at least 125 feet outside of the runway lights.

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14. Whenever vehicles are required to cross or operate on the movement area (runways and taxiways) effective control procedures shall be established prior to the first day of work. No vehicle will be permitted to cross or operate on an open runway without specific permission obtained through two-way radio communications with the Control Tower. Vehicle control requirements and procedures will be discussed at the preconstruction meeting.
15. All non-radio vehicles that require access to the movement area of the airport must be escorted by a person specifically designated by airport management.
16. Cranes and other high profile construction equipment shall be reduced to their lowest profile when not in use.

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II. AIRPORT SECURITY

A. General Security

1. The operation of the airport is regulated by the Federal Aviation Administration (FAA) and the Transportation Security Administration (TSA). The security rules and regulations established by these agencies shall be enforced. Contractors shall acquaint themselves with these rules and regulations and will be held accountable to ensure that all employees, subcontractors, and material suppliers abide by them.
2. The FAA and TSA have established civil penalty policies whereby monetary penalties may be assessed against individuals, companies, airlines, airports, or any combination thereof. These penalties range from \$1,000.00 to \$25,000.00 per violation. Any penalties assessed against General Mitchell International Airport by the FAA or the TSA as a result of negligence, or failure to adhere to established policies or procedures on the part of a contractor, subcontractor, material supplier or their employees, will be assessed to the prime contractor.
3. Failure to adhere to security rules and regulations will be reason to remove contractors or subcontractors or their personnel or material from the site.
4. **All vehicles and personnel are subject to search at any time.**

B. Regulations

1. 49 Code of Federal Regulations (CFR) 1542 is the governing regulation that requires each airport operator to establish and maintain, in writing, a security program that addresses, among other things, the conduct of required background checks and the establishment of an identification and access control system. This regulation further requires that a training program be established, and that everyone that applies for an airport issued identification/access media badge be trained in certain airport security procedures. General Mitchell International Airport accomplishes this by requiring everyone to view a security training video and pass a written test. This information is provided in English only and, if needed, special arrangements must be made with the Airport Badging Office (747-4537) to have an interpreter present to assist in the administration of this requirement.
2. 49 CFR 1520 establishes the requirement to safeguard information obtained as a result of this training. The information that is provided is considered Sensitive Security Information (SSI) and is therefore only to be discussed with persons that have a "need to know." Additional federal penalties can be assessed against personnel for the unauthorized disclosure of this information.
3. Milwaukee County Ordinance 4.02(8)(c)(8) states: "Airport-issued Personnel Identification Badges are the property of the County. They must be returned to the Airport upon Revocation, Suspension, ending employment at the Airport or upon demand of the County." **Failure to return identification badges may delay or impact the final payment of the contract.**

C. Badging Procedures

1. All companies that conduct business at General Mitchell International Airport must have a Business Information Supplement (BIS) form on file with the airport. This form

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can be obtained from the Airport Badging Office (Monday – Friday, 8:00 a.m. to 4:30 p.m., excluding holidays). This form must be completed by the company and returned to the Airport Badging Office for further processing. This process can take 7 business days or more to complete. This form must be completed for all projects, unless there is a break of 90 days or less between projects.

2. All companies conducting business in any security area of the airport, as defined in the Airport Security Program (ASP) - except as noted in paragraphs D. and E. below - are required to obtain an airport issued identification/access media badge, hereinafter referred to as badge, for **each** of their employees. To obtain a badge for each employee, the employer must complete a Security Identification Display Area (SIDA) Letter of Certification. This form can be obtained from the Airport Badging Office, during the same days and hours as previously noted. This form must be completed by an officer of the company that has responsibility for ensuring that the procedures on the form can and will be adhered to. This person can then appoint other personnel in the organization to be authorized signers for airport badge application forms.
3. Each authorized signer and employee that require a badge must undergo a Security Threat Assessment (STA) and a fingerprint based Criminal History Records Check (CHRC).
4. Security Threat Assessment
  - a. Complete a General Mitchell International Airport Application form.
  - b. Provide two forms of identification as indicated in the List of Acceptable Documents. Only one item from List A **OR** one item from List B **AND** one item from List C at the time that the application is turned in to the Airport Badging Office. **Each applicant must do this in person.**
  - c. Sign and date a Privacy Act Notice form.

**NOTE:** The actual time for the employee to complete these items should be less than 30 minutes, however, due to unanticipated volume this may take more time. The STA information is entered in the airport computer database and is sent to the Transportation Security Clearinghouse (TSC) for processing. The results should be received within 72 hours. When the results are received, if they are favorable, the employer will be notified to have the employee call or go online to schedule testing for the Security Video **and/or** Non-Movement Area Driver's Training or the Movement Area Driver's Training as appropriate. If the results are not favorable, the TSA will contact the individual and instruct them on how to proceed. The Airport Badging Office may not be permitted to discuss the results with the employer. There is **no fee** for this process.

5. Criminal History Records Check (Fingerprinting)

- a. Complete a Criminal History Records Check form.
- b. Provide two forms of identification (these can be the same as the STA **OR** one must contain a photograph and one must be issued by a government agency. **Each applicant must do this in person.**
- c. Be fingerprinted.

**NOTE:** The actual time to complete this process should be less than 30 minutes, however, due to unanticipated volume this may take more time. This information is submitted to the TSC immediately. The fingerprint results should be received within 24 hours. When the results are received, if the results are not favorable, the employee will be notified to come and see the Airport Security Coordinator (ASC) or an

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Assistant ASC, so that the individual receives information on their rights. There is a **\$50.00 fee** for the fingerprinting and a **\$10.00 fee** for the initial badge. A non-refundable fee of **\$50.00** will be assessed for the first replacement badge that is lost; a non-refundable fee of **\$100.00** will be assessed for each subsequent lost badge. The employee cannot schedule any additional training until after notification in regard to the STA.

6. Security Video **and/or** Driver's Training Video (if applicable)

- a. The Security Video is **mandatory** for **all** badged personnel.
- b. The Non-Movement Area Driver's Training Video is required only if duties require driving on the areas of the airport that do not cross taxiways and/or runways.

**NOTE:** Scheduling for these training sessions **must** be done by calling the Airport Badging office at 414-747-3886 or 414-747-4537 or online (internet address will be provided as it becomes available). The actual time to complete the Security Video should be 60 minutes. The actual time to complete the Non-Movement Area Driver's Training video should be 90 minutes. There is **no fee** for this process.

D. Perimeter Security – Zone 1 and Zone 3A

1. For personnel that do not have unescorted access authority (badged) to enter into the airport perimeter through a security checkpoint, i.e. one-time material delivery driver's, concrete delivery driver's, dump truck driver's, and vehicle driver's that work on daily terms, even if they are under the escort of someone that does have unescorted access, must provide a photographic identification, issued by a government authority, (driver's license, passport, military ID, etc.) and obtain a Visitor's badge. This badge must be returned to the point of entry or accounted for by another checkpoint.
2. All vehicles must be prominently marked with the name of the company, either stenciled/painted on or by a magnetic sign. This marking must be on both sides of the vehicle, preferably on the front cab doors, in letters large enough to read from twenty (20) feet away, approximately three (3) inches high. For company vehicles that are not on the authorized access list a vehicle placard will be issued. This placard must be returned to the point of entry or accounted for by another checkpoint

**NOTE:** The time needed for the necessary checks of personnel/vehicles to enter this area can be as much as fifteen (15) minutes. There is **no fee** for this process.

E. Perimeter Security – Zones 2-9 and the Airport Operations Area (AOA)

1. For personnel that do not have unescorted access authority (badged) to enter into the airport perimeter through a vehicle access point, i.e. one-time material delivery driver's, concrete delivery driver's, dump truck driver's, and vehicle driver's that work on daily terms, must be escorted by someone that does have unescorted access authority.
2. All vehicles must be prominently marked with the name of the company, either stenciled/painted on or by a magnetic sign. This marking must be on both sides of the vehicle, preferably on the front cab doors, in letters large enough to read from twenty

Safety Specifications for  
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(20) feet away, approximately three (3) inches high.

**Table of Estimated Times for Security Items**

<b>Activity</b>	<b>Estimated time in person</b>	<b>Estimated time to completion</b>
Business Information Supplement (BIS)	30 minutes	7 days (See paragraph C.1.)
Security Identification Display Area (SIDA) Letter of Certification	30 minutes	3 to 5 days (dependent upon authorized signers STA and CHRC results) (See paragraph C.2.)
Security Threat Assessment (STA)	30 minutes	3 days (See paragraph C.4.)
Criminal History Records Check	30 minutes	1 day (See paragraph C.5.)
Security Video	60 minutes	(See paragraph C.6.)
Driver's Training Video (if applicable)	90 minutes	(See paragraph C.6.)
<b>Total time to receive a Badge = 3 to 7 business days (estimated)</b>		

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### Lists of Acceptable Documents

LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
	OR	AND
1. U. S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. An expired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID Card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority	4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. ID Card for use of Resident Citizen in the United States (Form I-179) 7. Unexpired employment authorization document issued by DHS (other than those listed under List A)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer.	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card 11. Clinic, doctor or hospital record 12. Daycare or nursery school record	

Illustration of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Revised 2/09

**NOTE: The applicant can present one item from Column A, OR, if they do not have an item from Column A, they must present one item from Column B AND one item from Column C.**